

Government of the Republic of Trinidad and Tobago Ministry of Social Development and Family Services

PROGRAMMES & SERVICES

6

OF THE MINISTRY OF SOCIAL DEVELOPMENT & FAMILY SERVICES

PART 1: GRANTS



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Government of the Republic of Trinidad and Tobago Ministry of Social Development and Family Services



Senator the Honourable Donna Cox

Minister of Social Development and Family Services

The Ministry of Social Development and Family Services (MSDFS) is the core social sector Ministry charged with the responsibility for coordinating the implementation of the Government's social and human development objectives. The MSDFS is mandated with the responsibility for addressing the social challenges of poverty, social inequality and social exclusion.

Particular emphasis is placed on providing a multifaceted and responsive social safety net, as well as on developing and executing programmes and services that protect and assist vulnerable and marginalized groups in society. Among these include persons with disabilities, older persons, the poor/ indigent, widows, the socially displaced (street dwellers), persons affected by substance use disorder, deportees and persons living with HIV/AIDS.

Guided by the tenets, "Helping, Empowering and Transforming Lives", the Ministry seeks to empower its clientele through rehabilitative and skill enhancement initiatives, which promote human prosperity in the context of sustainable development.

The Ministry regards the strengthening and supporting of families as key components of social policy that enable long term solutions to issues such as poverty, crime, domestic violence and child abuse. At the same token, the Ministry is also committed to developing a more resilient and sustainable society through collaboration and deeper partnerships with non-governmental, faith-based and civil society organisations towards the achievement of human and social development.

The Ministry of Social Development and Family Services remains committed to being data driven, in order to create an environment of seamless integration of services, which will, among other things, reduce duplication and incidents of fraudulent practices; with the potential to measure the level of impact over time.

As you use this Guide to access Social Programmes and Services, we encourage you to share this information with others.

We welcome your feedback and encourage you to reach out via www.social.gov.tt, Facebook or Twitter, and look forward to partnering with you to help, empower and transform lives.

VISION

A dynamic, service-driven organisation that delivers premium social services towards the achievement of sustainable human and social development.

MISSION

Positively transforming the lives of the people of Trinidad and Tobago through the provision of quality social services.

VALUES

We value Respect, Equity, Integrity, Compassion, Responsiveness, Innovativeness, Commitment, Resilence and Inclusiveness.

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Social Welfare

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A GUIDE TO SOCIAL PROGRAMMES AND SERVICES

SOCIAL ASSISTANCE LIST OF REQUIREMENTS FOR GRANTS

FOOD SUPPORT

- Computerized Birth Certificate
 (Affidavit where necessary)
- I.D. Card
- Personal declaration of income (form provided at Local Board Office)
- Recent cheque stub from Social Assistance Grants (e.g. Disability Assistance Grant, Public Assistance Grant, Senior Citizens' Pension, if applicable)
- Job letters, pay slips and NIS numbers, if employed
- Recent savings statement from a bank, credit union or other financial institutions such as the Trinidad & Tobago Unit Trust Corporation
- Rent receipt, if a tenant
- Mortgage statement, if applicable
- Proof of property rental, if a landlord
- Land tax receipt, if a land owner

SENIOR CITIZENS PENSION

- 65 years & over
- Birth Certificate (Affidavit where necessary)
- I.D. Card
- Passport (where necessary)
- Bank Passbook/Recent Bank Statement (if any)
- Marriage Certificate (where applicable)

DISABILITY ASSISTANCE

- I.D. Card
- Passport (if any)
- Birth Certificate (Affidavit where necessary)
- Previous & current passports
- Completed Medical Form approved by

a Government Medical Officer

• Other supporting documents if required

PUBLC ASSISTANCE

- Birth Certificate (Affidavit where necessary)
- Passport (if any)
- I.D. Card (of applicant)
- Bank Passbook/Recent Bank Statement
- Marriage Certificate (where applicable)
- Child's birth Certificate (where applicable)
- Death Certificate (where applicable)
- Doctor's Certificate (where applicable)
- Other supporting documents if required

NATIONAL SOCIAL DEVELOPMENT PROGRAMME (NSDP) Electrical Wiring, Sanitation Units & Roof Repairs

- I.D. Card
- Copy of deed/deed of comfort
- Utility bill
- Job letter
- Estimate from hardware
- Other supporting documents if required

SOWING EMPOWERMENT THROUGH ENTREPRENEURIAL DEVELOPMENT (SEED)

- Citizens of Trinidad & Tobago
- 18 years or over
- Unemployed persons who have a business idea & desire to start a business
- Existing small business owners who are considered vulnerable



Food Support

MAXIMUM VALUES OF FOOD CARD \$ 510.00 or \$650.00 or \$800.00 Value is based on size of household

Requirements:

ID cards or birth certificates of adult members in household, birth certificate of children in household, recent utility bill (telephone, electricity, water).

Recent documents, as listed below, must be provided where applicable:

- Personal declaration of income;
- Recent cheque stub from
 Social Assistance Grants;

(e.g. Disability Assistance Grant, Public Assistance Grant; Senior Citizens' Pension, if applicable)

- Job letters, pay slips and NIS numbers, if employed;
- Recent savings statement from a bank, credit union or otherfinancial institution such as the Trinidad and Tobago Unit Trust Corporation;
- Rent receipt, if a tenant;
- Mortgage statement, if applicable;
- Proof of property rental, if a landlord; and

- The Food Support Programme, also known as the Food Card, or Debit Card is a short-term food assistance and development programme aimed at providing social protection, by promoting nutritional and food security to vulnerable households.
- The programme targets families in need and other vulnerable persons who experience difficulty in meeting their daily nutritional requirements due to limited or no income.
- Eligibility is determined by using a Means Test administered by Officers of the Ministry of Social Development and Family Services. Officers are also required to make visits to verify the information provided.
- Income and expenditure verification must be provided for the applicant and each member of the applicant's household (a person sharing the same dwelling and having at least one meal together a day).



Disability Assistance Grant for Adults

The Disability Assistance Grant is paid to citizens and legal residents of Trinidad and Tobago who are medically certified as being permanently disabled and cannot be employed.

DISABILITY ASSISTANCE GRANT (Adults) \$2,000.00 MONTHLY Effective January 2019

Who Qualifies?

To qualify, applicants must be:

- 1. Eighteen (18) years or older .
- Permanently disabled from earning a livelihood and is in the opinion of the Local Board considered to be so disabled to render him/her incapable of earning a livelihood.
- 3. Earning no more than \$12,000.00 per year.
- 4. A citizen or legal resident of Trinidad and Tobago.
- Residing in the country for at least three (3) years immediately prior to the date of your application. Note: The aggregate (total) period abroad during this time must not exceed

six (6) months except for medical treatment.

6. Other criteria related to residing in the country accordingly

Basic Documents Required for Application

- National Identification Card
- Computerised Birth Certificate (and Affidavit where necessary)
- Previous and current passports
- Completed Medical Form approved by a Government Medical Officer
- Other supporting documents if required

Disability Assistance Grant for Children (DAGM)

The DAG for Children was introduced in the 2019 Budget, to be implemented by the Ministry of Social Development and Family Services. This new provision will allow children with a disability to access this service at a fixed rate of \$1,500 per month. This grant is payable where the assessment of a child is either severe or complete and where the disability is permanent in nature.

Who qualifies?

- 1. Must be under 18 years of age.
- Medical condition must be assessed by a Pediatrician/ Doctor authorised by Chief Medical Officer and condition must be "Severe or Complete & Permanent."
- 3. Income specific to the medical condition of the child must not exceed \$1500.00 per month.
- 4. A citizen or legal resident of Trinidad & Tobago.
- 5. Must be residing in the country for categorised periods depending on

the age of the child.

6. Parent or legal guardian with whom the child resides may apply.

Documents Required for Application

- National ID Card of Parent / Legal Guardian.
- Birth Certificate of Child / Computerised Birth Certificate for Nationals of Trinidad & Tobago.
- Completed Application Form.
- Completed Medical Assessment Form.
- Proof of legal guardianship of the child if necessary.



Public Assistance

The Public Assistance Grant is provided to meet the needs of persons where the household income is deemed inadequate.

Such a person may include:

- An individual 18 years and over, who is certified by a government Medical Officer as unable to earn a living due to physical or mental disability.
- A person receiving Senior Citizens' Pension, whose spouse is 55 years and over and unemployed, or, whose spouse is under 55 years but unable to work due to physical or mental disability.
- An individual whose deceased spouse received Senior Citizens' Pension and Public Assistance on behalf of the spouse over 55 years of age.
- A single parent who is unable to earn a living due to caring for a child with a physical or mental disability.
- A parent, guardian or custodian on

behalf of a child with a physical or mental disability.

- A person on behalf of a child whose parent is deceased; imprisoned; or has abandoned the family and does not provide support despite there being an application/order for maintenance.
- Is the spouse of a person serving a term of imprisonment.
- A person who was cohabitating with a person of the opposite sex for a period of at least three years before the latter began serving a term of imprisonment.
- A child who may be deemed necessitous in accordance with guidelines issued at the board.

MAXIMUM OF MONTHLY PUBLIC ASSISTANCE GRAN EFFECTIVE JANUARY 2019

\$1,300.00 FOR 1 PERSON

\$1,550.00 FOR 2 PERSONS

\$1,750.00 FOR 3 PERSONS

\$1,900.00 FOR 4 OR MORE PERSONS

Required Application Documents

- 1. Computerised Birth Certificate and/ or Affidavit.
- 2. I.D. Card (of applicant).
- 3. National Insurance Information
- 4. Bank Passbook/Recent Bank Statement.
- 5. Marriage Certificate (where applicable).
- 6. Child's birth certificate (where applicable).

- 7. Death Certificate (where applicable).
- Other documents relevant to the application (e.g. Clients may need to complete forms issued by the Social Welfare Office in respect of student enrolment, receipt of National Insurance benefits and/or medical information.

A GUIDE TO SOCIAL PROGRAMMES AND SERVICES

Senior Citizens' Pension

This programme involves the provision of financial assistance to eligible older persons of Trinidad and Tobago.

Who Qualifies?

To qualify, applicants must be:

- 1. 65 years and over.
- Citzen or resident of Trinidad and Tobago.
- Living in Trinidad and Tobago for twenty years preceding the date of application. Any periods of absence must not exceed five years in aggregate during this stipulated 20year period, OR

Lived fifty years in total in Trinidad and Tobago. (Note: These 50 years do not need to be consecutive). 4. Not have income exceeding TT\$5,500.00 per month.

Basic Documents Required for Application

- Birth Certificate and /or Affidavit
- I.D. Card
- Passport
- Bank Passbook/Recent Bank
 Statement
- Marriage Certificate (where applicable)
- National Insurance Information.
- Other supporting documents if required.

EFFECTIVE JANUARY 2019 SENIOR CITIZENS' PENSION INCREASES

SENIOR CITIZENS' MONTHLY PENSION MAXIMUM - **\$3,500.00**

INCOME NOT EXCEEDING \$2,500.00 RECEIVE \$3,500.00

INCOME EXCEEDING **\$2,500.00** BUT NOT EXCEEDING **\$3,500.00** RECEIVE \$**2,500.00**

MAXIMUM OF SENIOR CITIZEN'S MONTHLY PENSION \$ 500.00 MINIMUM \$3,500.00 MAXIMUM INCOME EXCEEDING \$3,500.00 BUT NOT EXCEEDING \$4,500.00 RECEIVE \$1,500.00

INCOME EXCEEDING \$4,500.00 BUT NOT EXCEEDING \$5,500.00 RECEIVE \$500.00

> *Note: Pension varies according to monthly income.



General Assistance Grant

This programme offers a range of grants to citizens/legal residents who are in dire need of temporary assistance. Except in instances of disasters, all applicants must pass the Standard Means Test (SMT).

Who Qualifies?

To qualify, applicants must be:

- Vulnerable persons in crisis and emergency situations; and
- Victims of natural or man-made disasters.

ITEMS FUNDED UNDER THE GENERAL ASSISTANCE GRANTS

CLOTHING GRANT

DOMESTIC HELP

FUNERAL GRANT

MEDICAL EQUIPMENT

GRANT PROSTHETICS

SCHOOL SUPPLIES GRANT

DIETARY GRANT

EDUCATION GRANT

HOUSEHOLD ITEMS

PHARMACEUTICAL GRANT

RENTAL ASSISTANCE

SPECIAL CHILD GRANT

MAXIMUM OF CLOTHING GRANT Maximum of **\$1000.00** per person in the family

Clothing Grant

Requirements: ID Card, estimate from supplier, Fire/Police Report

- This grant provides assistance to victims of disaster to purchase essential items of clothing.
- This grant is limited to the number of

persons living in the household.

This grant provides for persons who are affected by flooding and all other natural disasters

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A GUIDE TO SOCIAL PROGRAMMES AND SERVICES

Dietary Grant

Requirements: ID Card, birth certificate, letter from hospital nutritionist, list of expenses

- This grant assists clients who suffer illnesses which require special diets, for example, renal patients and clients with uncontrolled diabetes.
- It is only offered where the person has to purchase food and other such items that are outside of what they would normally buy and where they are unable to meet the cost of these items.

MAXIMUM OF DIETARY GRANT \$600.00 per month per person

Domestic Help

Requirements: ID Card of the Care Giver, birth certificate, Letter from Care Giver stating willingness to provide the service, supporting medical report

This grant facilitates the provision of part-time domestic help for three (3) months in the first instance but not more than six (6) months if deemed

Education Grant

Requirements: ID Card of applicant, birth certificate, proof of enrollment (POE) (The POE Form will be issued by the Social Welfare Office)

- This grant is only issued to clients in receipt of Public Assistance where there is a child attending secondary school.
- Any special needs associated school attendance where with government agencies are not already providing such assistance. Such needs must be verified.

MAXIMUM OF DOMESTIC HELP \$1.800.00 minimum 3months maximum 6 months

necessary, to clients who are unable to perform normal household chores, for example, whilst recuperating from surgery, and are unable to afford the cost of domestic assistance.

MAXIMUM OF DOMESTIC HELP \$1.800.00 minimum 3months maximum 6 months



MAXIMUM OF FUNERAL GRANT \$7,000.00

Funeral Grant

Requirements: Applicant's ID Card, death certificate, funeral home estimates/bills. The applicant may also need to complete a form issued by the Social Welfare Office in respect of National Insurance.

This grant is paid to the funeral agency to cover the cost of the funeral. It is intended to assist in the burial of deceased persons who have no one willing and/or financially able to undertake the cost of burial. It can be issued to needy families of the deceased in two ways:

 Burial Order - In instances before the funeral takes place and accompanied by the appropriate documents to support the claims (death certificate; funeral home estimate) The total cost of the funeral must not exceed \$7000.00. OR

 Burial Assistance - As a partial payment for costs incurred for burials under-taken within three months following death. Claims must be justifiable and accompanied by the appropriate supporting documents (death certificate; bills outlining expenditure). The funeral must be at a low cost whereby the applicant covered part of the cost and the balance is owed to the funeral agency.

MAXIMUM OF \$6,000.00

Household Items

Requirements: ID Card, estimate for furniture.

- This grant can be accessed by needy persons and by those who are victims of man-made or natural disasters to purchase household items such as stoves, refrigerators and furniture items.
- It can be accessed only once in a three-year period.

*Note: This grant may be amended in instances of catastrophic damages.

Medical Equipment Grant

Requirements: ID Card, estimate from supplier, medical records.

AVERAGE MAXIMUM \$7,500.00

Under this grant, needy persons can qualify for wheelchairs, commodes, special beds, dentures, etc.

MAXIMUM OF PHARMACEUTICAL GRANT \$2,500.00

Pharmaceutical Grant

Requirements: ID Card, prescription issued at a government clinic/ hospital, quote for medicine from a pharmacy where it is not available at the government clinic/hospital, other documents as requested

This grant is provided for the

purchase of prescriptive medication only if drugs are not available under the C-DAP Programme or at the Public Dispensaries.

Eligible persons are allowed a threemonth supply which is given once per year.

Rental Assistance

Requirements: Applicant's ID Card, letter from Landlord, copy of Landlord's ID card, proof of ownership of property

- This grant is used to assist vulnerable clients who are temporarily unable to pay their rent or who need new accommodation and are unable to meet initial payments.
- Persons who benefit from this grant are usually on the verge of eviction, fire victims and victims of domestic violence.
- This grant is given for three months in the first instance and is reviewable as follows:

MAXIMUM OF RENTAL ASSISTANCE \$2,500.00 per month for the first 3 months then reviewed

1st three month period - Up to \$2,500.00 for three months, then reviewed

2nd three month period - Up to \$2,500.00 for three months, then reviewed

3rd three month period - Up to \$1,500.00 for three months, then reviewed

4th three month period - Up to \$1,000.00 for three months.



Prosthetics

Requirements: ID Card, estimate from supplier, Fire/Police report

 This grant is aimed at rehabilitation and social re-integration, and by extension improves the quality of life of persons who lost a limb.

MAXIMUM OF PROSTHETICS \$40,000.00

Before applying for this grant, the Ministry of Health must do an assessment to determine if the person needs a prosthesis and will be able to use it.

School Supplies Grant

Requirements: ID Card, estimate from supplier, Fire/Police report

• This grant is intended to assist children who are attending primary and secondary schools.

MAXIMUM OF MAXIMUM OF SCHOOL SUPPLIES SCHOOL SUPPLIES GRANT \$700.00 GRANT \$1000.00 PRIMARY SCHOOL SECONDARY STUDENTS SCHOOL STUDENTS

Students whose books/uniforms were destroyed by natural or manmade disasters.

> MAXIMUM OF SPECIAL CHILD GRANT \$800.00 PER MONTH

Special Child Grant

Requirements: I.D. Card (of applicant), Child's birth certificate, Bank Passbook /Recent Bank Statement, other documents relevant to the application.

 This grant targets children with a severe disorder. It provides assistance to parents who are unable to meet the financial cost of caring for a child with special needs. The grant can be accessed for children under the age of eighteen (18) and is given for a oneyear period, followed by a review to determine continuation. A child on whose behalf Public Assistance Grant is paid will NOT be eligible for this grant.

Effective 2019, Disability Assistance for Children: \$1500.00 per child per month.

Disaster Relief

Disaster relief is provided to victims whose items were destroyed beyond use due to natural or man -made disasters. Claims must be validated by one of the Ministry's Disaster and Needs Assessment Officers.

MAXIMUM OF **\$10,000.00**

Relief is provided to replace the following household items:

- stove
- bed (with mattress)
- living room set
- mattress
- dining room set
- chest of drawers
- washing machine
- wardrobe
- kitchen cupboard
- refrigerator

Food support will be given where food items were destroyed. The School Supplies Grant & Clothing Grant are only available if one experiences disaster.

Counselling and Psychosocial support are provided to affected families and individuals.

*Note: This grant may be amended in instances of catastrophic damages.

National Social Development Progamme

Sanitary Plumbing

Requirements: I.D. Card, copy of deed/ deed of comfort, utility bill, job letter, estimate from hardware, other documents if required

 This grant is intended to assist persons in need of materials and/ or labour for the installation of or repairs to sanitary plumbing in their homes.

This facility is NOT provided for commercial enterprises.

Preference will be given to:

 Applicants whose total household income is less than\$6,000.00 per month;

MAXIMUM OF SANITARY PLUMBING **\$15.000.00**

- Applicants who are pensioners or recipients of Public Assistance Grant
- Applicants suffering from a disability as recommended by the Disability Affairs Unit
- Referrals from various divisions within the Ministry which includes but not limited to: National Family Services Division, Social Welfare Division, etc.

National Social Development Progamme

Minor House Repairs

Requirements: I.D. Card, copy of deed/ deed of comfort, utility bill, job letter, estimate from hardware, other documents if required

 This grant is intended to assist persons in need of materials and/ or labour for roof repairs and other minor structural repairs to their homes.

This facility is NOT provided for commercial enterprises.

Preference will be given to:

Applicants whose total household income is less than \$6,000.00 per month;

Electrical House Wiring

Requirements: ID, copy of deed/deed of comfort, utility bill, job letter, estimate from hardware, other documents if required

- This grant is intended to assist persons with materials and/or labour for electrical wiring to their homes. Community facilities may also benefit. Successful applicants receive one-time assistance with materials and/or labour. There are three categories:
 - 1. First Time Wiring (a) Instances where persons have been

MAXIMUM OF MINOR HOUSE REPAIRS (Generally \$15,000.00) (Disaster \$20,000.00)

Applicants who are pensioners or recipients of Public Assistance Grant;

Applicants suffering from a disability as recommended by the Disability Affairs Unit;

Referrals from various divisions within the Ministry which includes but not limited to: National Family Services Division, Social Welfare Division, etc.

MAXIMUM OF ELECTRICAL HOUSE WIRING **\$25,000.00**

occupying a home that has never been wired (b) New Construction;

- Rewiring Instances where existing electrical wiring is old and faulty and may pose fire risks;
- Materials Only Assistance

 Assistance is offered with materials only for first-time wiring and rewiring at the Ministry's discretion, having assessed the particular circumstances.

National Social Development Progamme

Electrical House Wiring (continued)

This facility is NOT provided for commercial enterprises.

Preference will be given to:

- Applicants whose total household income is less than \$6,000.00 per month
- Applicants who are pensioners or recipients of Public Assistance
- Applicants suffering from a disability as recommended by the Disability Affairs Unit

Referrals from various divisions within the Ministry which includes but not limited to: TT Card, Social Welfare Division, etc.



MAXIMUM OF SEED GRANT \$15,000.00

SEED Grant

Requirements: citizen of Trinidad and Tobago, 18 years and over, ID, other documents if required

The Sowing Empowerment Through Entrepreneurial Development (SEED) This grant provides assistance to persons receiving Public Assistance or other benefits from the Ministry who are capable and willing to undertake a small business venture or engage in skills training.





STANDARD MEANS TEST

Earnings Statement Rate

In March 2018, the Standard Means Test (SMT) was implemented by the MSDFS to facilitate the improvement of social service delivery to better serve the needs of vulnerable groups. The SMT was designed to target "individuals and households in Trinidad and Tobago living below an established poverty line". Means testing is a method used to assess the ability of the family, or of independent individuals, to contribute financially to the cost of living.

Means Test Documents include information on income related to:

Salary	NIS	Allowances	
Government Pension	Alimony	Public Assistance	
Self-employment	Rental Income	Child Support	
Disability Grants	Other		

The following grants are Means Tested by the MSDFS:

Food Support

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- Public Assistance Grants
- General Assistance Grants with the exception of Special Child Grant & Disaster Relief

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• NSDP Grants for: Minor House Repairs, Sanitary Plumbing and Electrification.



Government of the Republic of Trinidad and Tobago Ministry of Social Development and Family Services

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Marlsons Building, 97 High Street, Princes Town 623-2608 Ext. 2402 - 2419

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THIS PUBLICATION IS INTENDED FOR USE AS A REFERENCE GUIDE AS CONSIDERATION IS GIVEN TO THE UNIQUE CIRCUMSTANCES OF EACH APPLICATION.

A PUBLICATION OF THE CORPORATE COMMUNICATIONS AND EDUCATION UNIT OF THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

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